



# THE WAR MEMORIAL

Located on Memorial Drive in Trenton, New Jersey's historic Capitol Complex

[www.thewarmemorial.com](http://www.thewarmemorial.com)



*Administrative Office:*  
609-984-8484

*Box Office:*  
609-984-8400

*Mailing Address:*  
State of New Jersey  
Department of State  
P.O. Box 232  
Trenton, NJ 08625-0232

PATRIOTS THEATER RENTAL APPLICATION Date Sent \_\_\_\_\_

Page I of 2 Sent by \_\_\_\_\_

THIS IS NOT A CONTRACTUAL AGREEMENT. FORMAL CONTRACT WILL FOLLOW PENDING APPROVAL OF APPLICATION.

1. Organization/Presenter/Renter: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Requested date(s) for event: \_\_\_\_\_
4. Is this a non-profit organization? If so, please provide proof of non-profit status such as a copy of your 501-C 3 not-for-profit incorporation certificate. ☐ Non-Profit ☐ For-Profit ☐ Governmental Organization
5. Contact person: \_\_\_\_\_
6. Daytime telephone: \_\_\_\_\_  
Evening telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail \_\_\_\_\_
7. Title of event: \_\_\_\_\_
8. Type of event: ☐ Play ☐ Musical ☐ Opera ☐ Concert ☐ Dance Recital ☐ Conference ☐ Other
9. Names of artists/groups performing (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Brief description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Performance starting time: \_\_\_\_\_
12. Performance ending time: \_\_\_\_\_
13. Number of total hours needed in theater (for set-up, load-in/load-out, etc.) \_\_\_\_\_

(continued)



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## Theater Application Form/2

Will you need an additional day(s) for rehearsal? If so, what is the requested date and time that you will need in the theater?

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Please list separately the theatrical equipment that you will need. Please see attached copy of theater technical data. Please supply copy of Artist(s) technical rider (if applicable). Contracts will not be executed until technical rider is received and reviewed by the War Memorial. List on separate sheet the theatrical equipment that you will be bringing with you: scenery, sound, lighting, costumes.

If you are planning to present an event in the theater and sell tickets to the public, please list references at two similar venues at which you have presented in the last 12 months, as well as a bank reference for your organization.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Rental fee includes three security guards, (you may need more for your event,) house managers, ushers, custodial staff, and use of the house sound and lighting equipment.

All War Memorial technical equipment must be operated exclusively by War Memorial stagehands. The stage crew fee, as of January 2001, is \$23.00 per hour, per technician with a 4-hour minimum call. Adjustments are made to the crew fee for labor contracts negotiated directly between presenting organizations and the stage crew. The War Memorial management, in consultation with the client, determines the labor requirements for each event. The client is provided with an estimate of labor costs prior to the signing of a contract. The stagehands will provide a separate invoice for services rendered.

Upon receipt and approval of the completed application by War Memorial management, a contract will follow for rental of space within the War Memorial. No date can be confirmed until the War Memorial receives a signed contract with a 50% deposit.

No event may be advertised or announced to the public until a fully executed contract has been approved. Events advertised before contract is approved by The War Memorial risk cancellation.

Please return application to: Patriots Theater at the War Memorial      OR      fax to: 609-777-0581  
PO Box 232  
Trenton, NJ 08625-0232

Please call Stephanie Gorski at (609) 984-8484 to assure that the rental application has been received.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_